

## DEFINITIONS

### A

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**ABAP** Advanced Business Application Programming. The programming language developed by SAP for application development purposes. All SAP applications are written in ABAP.

**ACTION DATE** Effective date of a personnel action on an employee.

**ACTION REASON** Why a personnel action is performed.

**ADP** Automated Data Processing. The company which manages payroll and paycheck processing for Navy MWR.

**AIMS** Accounting and Information Management System. This is the name given to the overall MIS system for Navy MWR, including Point of Sale, Timekeeping, and SAP.

**APPLICATION** Set of work processes related by a common theme.  
An application area contains:

- All the transactions required to process a particular thematic set.
- All programs required to run a transaction.
- All screens that belong to these transactions.

### C

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**CIVILIAN SERVICE DATE** The Comp date minus the active duty military time. In most cases, this will be the same as the original hire date.

**COMPANY CODE** The smallest organizational unit for which a complete self-contained set of accounts can be drawn up for purposes of external reporting.

**COPY ACTION** Takes an existing record and duplicates all information, allowing for changes. Creates a history for a new action.

**COPY FROM** Duplicating an object of the same type. When you create a new object, you can make a complete or partial copy of an existing object, adapt the data, and then save it as a new object. To allow you to do this, the system displays a group or dialog box with the header "Copy from".

**CORRECT ACTION** May be used to correct a mistake on an employee master record before a payroll has been run for that employee. This will not harm the history.

**COST CENTER** Organizational unit within a controlling area that represents a defined location of cost incurrence. The definition can be based on:

- Functional requirements
- Allocation criteria
- Physical location
- Responsibility for costs

**CREATE ACTION** Used to begin a document record for an employee. Like Copy Action, Create Action maintains a history.

## D

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**DELETE ACTION** May be used to delete a mistake on an employee master record ONLY IF a payroll has not yet been run for that employee. Otherwise, a Correct Action must be executed. (See Correct Action.) **THIS IS TO BE USED ONLY BY THE HR MANAGER**

**DELIMIT** Replaces the existing end date of a PD or infotype with a new end date for that record.

## E

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**EE GROUP (EMPLOYEE GROUP)**  
Organizational unit for which personnel provisions can be specified.

**Example:**

Employee groups:

- NF
- NA
- EXTERNAL
- RETIREE

**EE SUBGROUP (EMPLOYEE SUBGROUP)**

A more defined unit for personnel provisions which falls under an EE group.

**Example:**

Employee subgroups within the "NF" employee group:

- Regular Full Time
- Regular Part Time
- Flex Temporary

## I

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**INFOTYPE** Data that is grouped according to content. (See also SUBTYPE.)

**INFOTYPE GROUP** Sequence of related infotypes that are displayed one after the other for maintenance purposes when a personnel action is performed.

## J

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**JOB** Organizational object (object type key C), that is used to create positions when you are creating an organizational plan. Whereas positions are concrete and can be occupied by holders (secretary in the marketing department, for example), jobs are a general classification of functions in an enterprise (secretary, for example), that are defined by the tasks and characteristics assigned to them. Job descriptions apply to several different positions with similar tasks and characteristics.

## K

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**KRONOS** The company responsible for collecting automated time and attendance data.

## O

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**ORGANIZATIONAL UNIT** A user defined unit which carries out certain functions within a company. Department and Project Groups are examples of Organizational Units. Navy MWR is the root organizational unit in AIMS.

**ORIGINAL HIRE DATE** The beginning date of employment.

### P

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**PERSONNEL ACTION** Personnel procedures such as hiring or terminating an employee. Each Personnel Action contains the infotypes that must be maintained to record the personnel action. The infotypes are reviewed in succession so they can be maintained..

**PERSONNEL AREA** Organizational unit representing an area within an enterprise delimited according to personnel administration, time management, and payroll accounting criteria.

**PERSONNEL SUB-AREA** Organizational entity that represents part of a personnel area. It is delimited according to personnel administration, time management, and payroll accounting criteria.

**PERSONNEL STRUCTURE** Describes an employee's position in a company from the individual employee's view. The administrative personnel structure consists of the following elements:

- Employee Group
- Employee Subgroup
- Payroll accounting area
- Organizational key

The organizational personnel structure consists of the following elements:

- Position
- Job
- Organizational Unit

**POSITION** (Organizational object (object type key S), which is used to distribute tasks to different posts in an organizational plan as well as to model the reporting structure between posts. Positions are concrete and are occupied by holders (employees), purchasing administrator, golf course manager or secretary in the marketing department, for example.

Positions are different from jobs. A job is not concrete, but rather a resource used to create various positions with similar tasks and features.

### R

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**RETIREMENT ELIGIBILITY DATE** Date on which employee is eligible for retirement plan. Will default to hire date and must be manually maintained based on company policies.

**REHIRE DATE** Date an employee is hired back into the system.

### S

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**SAP** Systems, Applications, Products. The actual Windows-based software which controls the data in the Retail, Accounting and Human Resources modules.

**SERVICE COMP DATE** The date that annual leave is based on. It is additional time added to an employee's length of service to account for active duty time during certain times in history. This is only for veterans who are not in a retiree status.

**SUBTYPE** Further subdivision of an infotype. An infotype can be subdivided into a subtype, for example:

- Infotype 'Family'  
Subtypes 'Spouse', 'Child'
- Infotype 'Addresses'  
Subtypes 'Home address', 'Mailing address'  
Subtypes 'Permanent residence', 'Secondary residence'.

### T

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**TAX AREA** The set of all tax authorities that levy taxes upon an employee. This set may consist of one, some or all of the tax authorities at the school district, city, county, state or federal levels.

**V**

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**VQ** Visitors' Quarters. The name given to Bachelor Officer Quarter's and Combined Bachelor Quarters upon the conversion to SAP.